

CONFIDENTIAL

14 June 1955

MEMORANDUM FOR: Management Staff

VIA: SSA-DD/S

SUBJECT: Organization and Functions of Staff D

REFERENCE: Memorandum to Management Staff on the same subject dated 7 March 1955

1. This is submitted as a supplement to the referenced memorandum. Included are a revised organization structure and a proposed T/O. The Chief, Organization and Methods Staff (DD/P Area) has concurred in these recommendations. Preliminary discussions have been held with the Classification and Wage Division, Personnel Office, on the T/O.

2. Changes and additions are included in the following:

- a. Attachment A-Statement of Organization Changes
- b. Attachment B-Proposed Organization Chart
- c. Attachment C-Justification of the proposed T/O
- d. Attachment D-Proposed T/O

3. It is recommended that the proposals as incorporated in the two memoranda be approved.

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Next Review Date:	
Auth.: HR 70-3	
Date: 20 DEC 1978	By: 015

Chief, FI/

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20 June 1955

MEMORANDUM FOR: Chief, Management Staff, DD/S

SUBJECT : Organization and Functions of Staff D

REFERENCE : Memorandum for Management Staff from Chief, FI/Staff D,
dated 14 June 1955, same subject (attached).

1. I concur in the revision of the organization and functions of Staff D (see attachments A and B of referenced memorandum) and in the proposed T/O (see attachments C and D of referenced memorandum).
2. At the present time, the Clandestine Services civilian staff on-duty strength exceeds the authorized civilian personnel ceiling. Therefore, in order to establish the additional 25 positions necessary to effect the proposed T/O (see attachment D of referenced memorandum), it is necessary that additional ceiling be allocated to the Clandestine Services or that authorization to exceed the ceiling be continued until an adjustment is made in the civilian personnel ceiling of the Clandestine Services.
3. It should be noted that the functional responsibilities for the 12 new clerical positions should be designated DS and the other 13 new positions designated DI.
4. As it is understood that the revision of the organization and functions of Staff D has highest priority, your approval of this request will be appreciated.

/s/

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Special Support Assistant
(Personnel)

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27 JUN 1955.

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Organization and Functions of Staff D, FI Staff

REFERENCE : Memorandum for Chief, Management Staff from
Chief, FI Staff, Staff D, dated 14 June 1955
(Tab A)

1. The Office of Personnel has reviewed the basic request and approves allocation of the proposed positions as indicated on the attached listing (Tab B). The supergrade positions requested are shown with dual grades pending approval by the Director.

2. Classification changes in the T/O proposal have received the concurrence of Chief, Staff D.

/s/
Harrison G. Reynolds
Director of Personnel

Attachments:

Tab A: Reference Memorandum

Tab B: T/O Listing

Distribution:

- 0 & 2 - Addressee
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Chief, Management Staff

24 June 1955

Chief, Budget Division

Organization and Functions of Staff D

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1. The estimated annual personal services cost of the proposed organization of Staff D, based upon the minimum salary of the grades, is [REDACTED]

2. The total estimate included in the Congressional Budget for Fiscal Year 1956 for personal services of Staff D is [REDACTED]

3. Operating Budgets from the various components of the Agency exceed the amount of the Congressional Budget by approximately \$25,000,000. An analysis of these budgets is now being made and availability of funds for the financing of Staff D depends entirely upon the administrative decisions made concerning the allowances and allocations of 1956 funds.

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No Change in Class. ☐

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